



Mellon Foundation
Director of Talent Management
New York, NY



Background

The Andrew W. Mellon Foundation ("The Foundation") believes that the arts and humanities are where we express our complex humanity, and we believe that everyone deserves the beauty, transcendence, and freedom to be found there. Through our grants, we seek to build just communities enriched by meaning and empowered by critical thinking, where ideas and imagination can thrive. It makes grants in four core program areas: Higher Learning, Arts and Culture, Public Knowledge, and Humanities in Place. Since its inception in 1969, the Foundation has paid out nearly \$6B in grants. At the end of 2020, its endowment totaled approximately \$8.2B. The Foundation has grown to approximately 137 staff members.

Position

The Director of Talent Management will report directly to the Chief Human Resource Officer (CHRO) of the Mellon Foundation. They will focus on The Foundation's HR planning related to organizational structure, training/professional development, and talent/recruiting needs moving into the future. Additionally, they will be a strategic thought partner to the CHRO on talent management and other HR responsibilities across The Foundation. The Director of Talent Management will bring expertise in organizational design, talent mapping, talent sourcing, hiring, onboarding, and training. The ideal candidate is a strategic thinker who will be an important part of ensuring that The Foundation attracts and retains best-in-class talent needed to carry out its mission with excellence. They will demonstrate a commitment to progressive practices fostering diversity, equity, inclusion, and social justice through all HR programs and policies.

Responsibilities

Organizational Structure

- Review and assess organizational structure across departments to understand team ecosystems and how responsibilities are delineated, how supervision is implemented and how training is incorporated for teams throughout The Foundation. Support and enact equitable and inclusive practices throughout.
- Partner with Foundation staff across departments, particularly leadership and Program Officers, to understand the programmatic and administrative needs of the organization moving forward to identify optimal staffing structures to support the work throughout The Foundation.
- Partner with the CHRO and other HR team members to implement plans to achieve the optimal organizational structure.

Recruitment & Professional Development

- Document talent short-term and long-term talent needs for departments across the organization and build out comprehensive recruitment strategies and teams to identify, pipeline, and recruit talent.
- Facilitate a robust integration strategy for new team members to guide every employee through a thoughtful and inclusive onboarding process including training and team building.
- Develop approaches to employee growth including specific, role-based content development and general professional skills training.
- Create transparent career pathways rubrics for team members to understand the competencies and qualifications needed to move into other roles within The Foundation and careers beyond employment at The Foundation.
- Continually review and embed appropriate DEI practices with vendor selection, candidate pools, and development opportunities.

Employee Relations

- Develop relationships with all employees to become a go-to person for advice and counsel on all cultural, organizational, professional growth, and learning issues.
- In collaboration with the CHRO, counsel, coach, and guide supervisors and staff in addressing concerns or complaints brought forward by members of the Mellon team.
- Mediate employee relations and performance issues as needed.

Qualifications

- Alignment with, and excitement about, the mission and vision of Mellon
- Deep experience in organizational design and talent mapping
- Experience recruiting, retaining, and developing talent
- Demonstrated capability in innovating, adapting, and implementing “people-centered” operational practices for a fluid and fast-paced, complex organization
- Excellent communications skills – written and verbal.
- Results-driven, agile, change agent with the commitment and confidence to assume a leadership role in an evolving entrepreneurial environment
- Unquestionable personal integrity, fairness, and credibility necessary to gain the trust and commitment of individuals at all levels of the organization
- Commitment to and knowledge of culturally diverse and inclusive practices and policies
- Demonstrated success at cultivating strong relationships with internal and external stakeholders and creating partnerships at all levels within the organization to achieve results

This position description is based upon material provided by the Mellon, an equal opportunity employer.

Jennifer Fleischer, Senior Talent Consultant

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